

USING THE ZIP DRIVE FOR BACKING UP YOUR PC

Why back up?

Backing up your data is essential. You may think a disaster won't strike, but a virus, a major crash, or even a power outage can wipe out your hard drive, and your data could be gone forever. You need to back up your hard drive:

- For Security, to protect your system from the adverse impact of a virus attack.
- For Self Protection, to ensure that you can recover all of your personal files and retrieve any records you may need in the future.
- To Save Time, in recovering your system in case of failure.

Types of Back up

You can back up:

- Your entire drive (full back up)
- Selected folders/files
- From "scratch" each time
- Only what has changed since the last backup (differential back up)

1. Full Back Up

A full back up includes the operating system (Windows), all of the applications (Word, WordPerfect, etc.), and all of your data files. A full back up is the easiest choice from a data recovery standpoint. Using a full back up will allow recovery of your information without having to reinstall your operating system or your applications or do multiple recovery activities. NOTE: Keep in mind that complete backups take longer to back up and to recover.

Recommendation: Do a full back up the first time you back up.

2. Selected Folders/Files

You can set up your back up to include only named folders and/or files. This is a good approach to use to reduce the time required for regular back ups. It will, however, require multiple recovery activities in case of a failure, as the full back up will have to be recovered to load the operating system and applications, then your most recent back up used to recover your folders/files.

If you decide to identify specific folders and/or files for backup, remember to specify the files the system/applications create for you on the hard drive. You should include your browser's bookmarks or favorites, your address books, your archive files, your templates and any macros.

Recommendation: Use this approach to save time on regular (weekly) back ups, but only if you have done a full back up initially. If you only back up your folders/files, without an initial full back up, your operating system and applications will have to be reinstalled in the case of a hard drive failure. **NOTE:** If you do not have a full back up, you should also back up your Use.dat, System.dat, and .ini files. Your configuration information is stored in these files located in the Windows folder.

3. From “Scratch” Each Time

Each time you do a back up, you can back up everything. This approach takes the longest time for back up but will facilitate recovery in the shortest time in case of failure.

Recommendation: Do a full back up from scratch whenever you add a new application to your computer. Do a back up from scratch of your files/folders at least quarterly.

4. Differential Back Up

Differential back ups only back up the files that have changed since the last backup. This approach takes the shortest time for back up but will take the longest for recovery in case of failure.

Recommendation: Use differential back ups for regular weekly back ups.

How to Back Up to your Zip Drive

1. Equipment to Use:

- a. On IBM PC 300GL workstations, use the installed Iomega Zip drives, which have a capacity of 100MB.
- b. For all other workstations, call Maria Sims 6-1119 and schedule the use of the external zip drive.

2. Setting Up the Schedule:

Make a back up schedule based on how often you make changes to your files stored on the hard drive. You may want to back up your system every day, every other day, once a week or once a month. When constructing a backup schedule consider what files you are backing up and how often you change them or create new files. Your hard drive has:

- The operating system (usually Windows '98) – normally does not change.
- Applications (Excel, Word etc...) – only change if a new one is installed.
- Files automatically saved to the hard drive by your applications (favorites, bookmarks, address book, and archives) – can change daily.
- Your data (Word, WordPerfect, Excel, PowerPoint, Access and other files that you have saved or created) – can change daily.

3. Selecting the Folders/Files

If you have file management plan, i.e., folders that you created and use to store different files, be sure to include all of the folders you have created in your back up. If you do not save your documents to folders you have created, the application saves them to a default folder. A number of applications also save to the Temp folder (C:\Windows\temp).

<u>Application</u>	<u>.ext</u>	<u>Default Path/Folder</u>
Word	.doc	c:\My Documents
Excel	.xls	c:\My Documents
PowerPoint	.ppt	c:\My Documents
Access	.mdb	c:\My Documents
Project	.mpp	c:\My Documents
WordPerfect	.wpd	c:\MyFiles

In addition to the files you create, your application files may also be in default folders:

<u>File Type</u>	<u>.ext</u>	<u>Default Path</u>
Address book	.pab	C:\Windows\Application Data\Microsoft\Outlook
Archived Email	.pst	C:\Windows\Application Data\Microsoft\Outlook
Bookmarks	.htm	Depends on Netscape installation
Favorites		C:\ Windows\Favorites

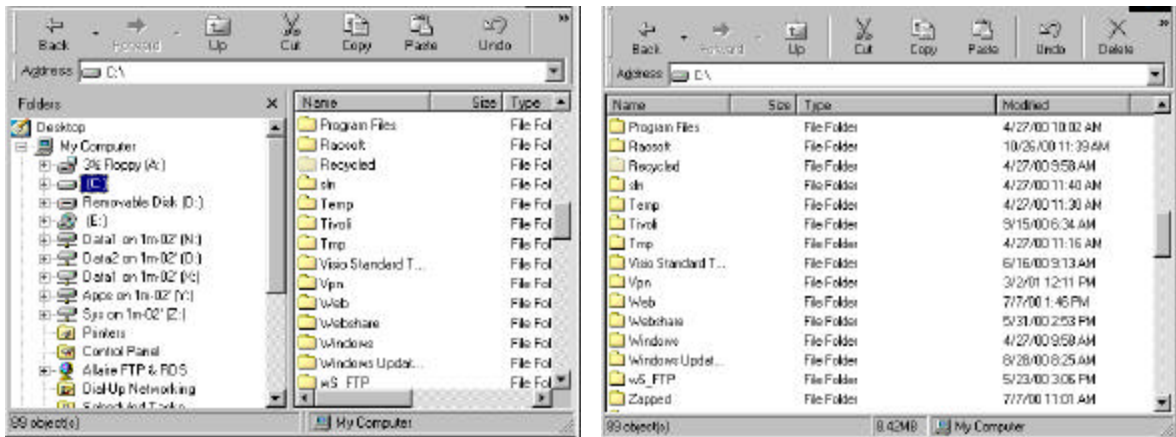
NOTE: Your system may not have these files in the default location. To determine where your files are:

- Go to Window Explorer or My Computer and click on the [C:] drive.
- Click on File, then Find.
- Enter *.ext (using the extension you are looking for) in the Name field.
- Click Find Now.
- Note the path names in the In Folder column and use them for the back up.

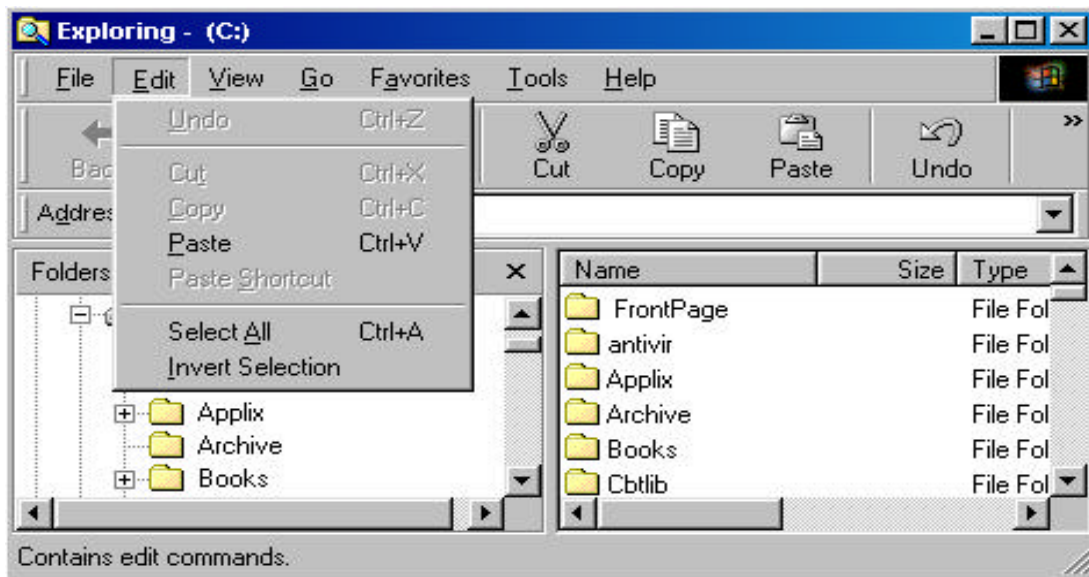
Recommendation: Create a Data folder and subject specific subfolders underneath. Save all the files you create to one of the subfolders. You can then back up the Data folder and get all of the folders and files underneath.

4. Copy and Paste Method

This process is good for users who store all of their data files on the LAN. This form of backing up is most appropriate when minimum file back up is required.



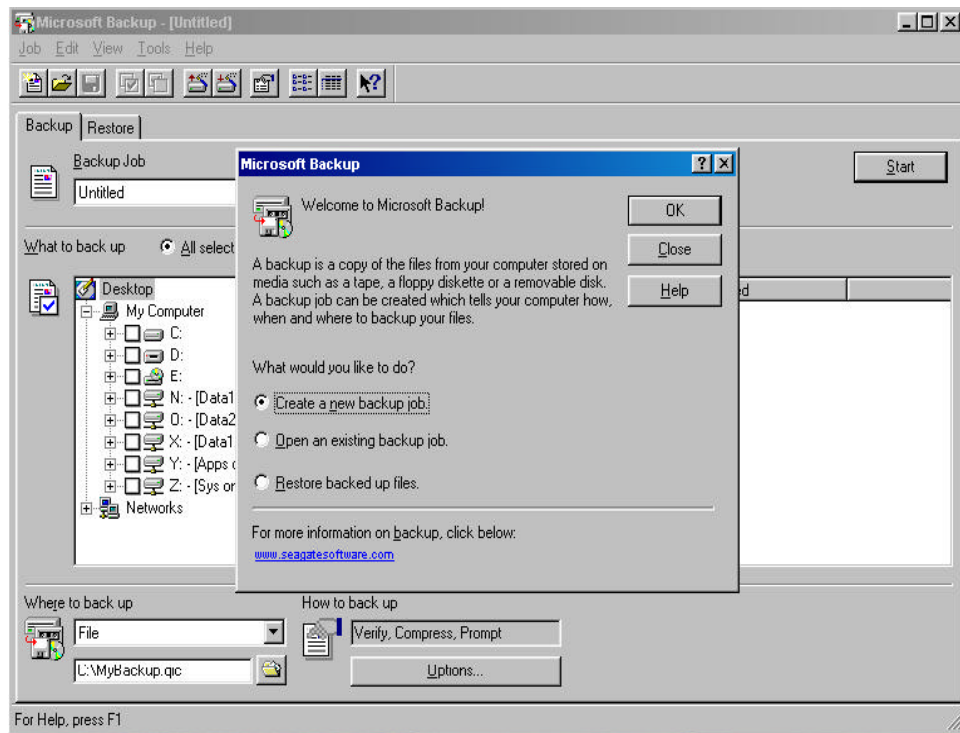
- a. To copy a file or folder, go to Windows Explorer or My Computer, click on the file or folder you want to copy.
- b. On the Edit menu, click Copy.
 - 1) To select more than one file or folder to copy, hold down the CTRL key, and then click the items you want.
 - 2) To select a folder in the left pane of Windows Explorer, click the folder.
- c. Select the zip disk (removable drive).
- d. On the Edit menu, click Paste.



5. Microsoft – Back up Utility

- a. Start the Backup Wizard - click the Start button and choose Programs, Accessories, System Tools, and then Backup. In the Welcome window, select create a new backup job-and click OK.

- b. Specify What to Back Up - You can do a fullback up of everything stored on your computer, or you can select specific files to back up. Select Next after you've made your choice.



- 1) Choose Specific Items - To specify the files or folders that you want to back up, use the list in the left panel to open folders, then select the file(s) in the right panel that you want to back up. Select Next to continue.
 - 2) Differential back up - If you have done a previous backup, you might now want to save only those files that have been created or revised since the last backup. Alternatively, you can back up all files, regardless if they had been backed up before. Choose one of options and select Next to continue.
- c. Selecting the Zip Drive for file storage -The default drive for the zip drive is d: removable disk. Select and click Next. In the next dialog, the Backup wizard displays two check boxes: Place One for data verification and the other choice is disk compression. Select either or both of these options, and click Next to continue
- d. Name the Backup Job - In the final Backup wizard window you enter a name to identify the backup job.

Back up Hint - Test Your Back ups

Don't wait until your data has been destroyed to find out you can't restore from back ups. Test your file restoration process. This is the back up process in reverse. Look through the list of your backed up files for the one you want to restore, choose the destination and begin the restore. Don't forget you can manually restore from back up by dragging and dropping files from your zip drive to your hard drive.